

**Chicago Heights Public Library
Board of Trustees Meeting Minutes
June 11, 2009**

At 6:30 p.m. President Booth called the meeting to order.

Members Present: David Alston, Robert Booth, Vicki High, Donna Hill, Sam Pavesich and Douglas Swanson.

Joseph Faso arrived at 6:33 p.m. and John Murphy arrived at 6:43 p.m.

Members absent:

Mr. Pavesich made and Ms. High seconded a motion to approve the minutes. The motion was carried.

Librarian's Report:

Head of Youth Services Norma Rubio spoke to the board about the Gateways to Education and summer reading program.

From Sept. 2008 – May 2009, 46 classes came to the library or about 1,124 students total K-8. Library cards were issued to two hundred and twenty children who visited the library through the Gateways program. She also said two children who visited the library through the program are now part of her book group.

She showed the board a thank you note that was given to her from the students of Garfield School.

Ms. Rubio talked about how her staff helped get everything together for helping make the positive program successful.

Mr. Booth commended Ms. Rubio on her hard work. Ms. Hill said Ms. Rubio worked with the schools and the Gateways to Education program to make sure all of the children in that program got library cards.

Ms. Rubio reported that as of June 1, 120 children had signed up for the reading incentive program.

Mr. Davis continued with his report.

The use of materials for young people was 1,579, up 62 percent.

The use of materials for adults was 3,599, up 23 percent.

Grant total circulation is 10,201, up 13 percent.

Total materials owned: 131,204.

Total cardholders: 10,205

Total use of computers: 3,512, up 24 percent.

Website visitors: 1,469, up 317 percent.

Wireless Internet users: 50, down 4 percent.

Youth Department Programs: 23.

Youth Department program attendance: 644.

Volunteers work and hours: 7 volunteers worked 45 hours and 30 minutes.

Publicity: 15 newspaper items and 7 cable TV spots.

Meeting rooms were used 79 times.

Security incidents:

At 3:15 p.m., Wednesday, May 27, a senior homeless woman, Eula M. Lightle, had a seizure at one of the front tables. Officer Vittori called paramedics and she was taken to the hospital.

The summer newsletters were mailed to 10,600 residences in Chicago Heights in May. There was an increase in the number of program offered for adults and youth.

Mr. Davis also spoke about attending the Small Public Library Management Institute (SPMLI) June 1-5 in Springfield. He said the value of the institute was more than \$1,500, which the library did not have to pay. He said he attended presentation on library law, personnel matters, planning, brainstorming, security, public library, standards, policies, director/board relations, customer service, First Amendment issues in libraries and planning for digital projects. There are a significant number of areas where the library is not complying with the laws as a party of policy and financial management, which is mostly in the library policies.

Mr. Davis said he promised not to overwhelm the board with a lot of changes, but the board will start working on overhauling the policies, starting with one a month.

He also said the board needs to make sure that its bank accounts are fully insured, since the amount of cash on hand is frequently over \$250,000 that is insured by the FDIC.

He commended the library staff to making sure the library ran smooth while he was gone at the institute.

Jessica Augustson presented her resignation effective June 26, 2009. Mr. Davis said he planned on posting her position on the MLS job board.

As part of the Per-Capita Grant requirements, the library board needs to review 75 ILCS 5 pertaining to our library type and review the recently published Administrative Ready Reference. Mr. Davis will present those to the board in July and August.

Assistant Head Librarian Carolyn Wagner will be off the week of June 21-27.

Mr. Davis reported that if it acceptable to the board David Luurtsema is available from C. Berger as a temporary replacement, while Adult Services Librarian Jennifer Martin is on maternity leave. Since C. Berger and not the city employ Mr. Luurtsema it shouldn't be a problem. Mr. Luurtsema previously worked in the same position and is trained in the libraries procedures.

Mr. Davis said Mr. Luurtsema would have likely continued with his employment with the library had it not been for the city's residency requirement.

Mr. Luurtsema's employment will not exceed 90-days.

Ms. Martin hired Gary Wishaar to replace Rosie Rubio as circulation clerk. He started on June. 1.

The board spoke about Susan Stance's performance as Reference Librarian.

Building Committee Report

Work on the replacement roof began on Friday May 15 and was completed on Friday May 29. There were no complications with the replacement.

Mr. Davis said there had been a lot of rain since the replacement was completed and there had been no problems.

Mr. Faso said he thinks the library board got a good deal by looking for a contractor on its own. The library

He said the library paid \$62,000 for the roof and \$620 for the building permit. Mr. Faso said the board should get a refund for the building permit.

The main breaker to the building is still bad. Mr. Davis said he received three quotes, but wanted to inform before offering a contract.

The three that provided quotes were:

Carrier Electric \$11,000

Brokenhearted Electrical \$7,500

Meany Electrical \$5,500

He said it was difficult getting quotes because the breaker is so old and replacements are difficult to find. There will be no charge to get ComEd to shut the power off to the building if it is done between 9 a.m. and 3 p.m. There is a significant lead-time in getting the replacement and about 15 days advance notice needed by ComEd.

Mr. Murphy made and Mr. Faso seconded the motion to approve the bid by Meany Electric.

The motion was carried.

Finance Committee

The month's bills totaling \$79,255.59 were presented to the board. Of the total, \$55,800 was for the roof.

The remaining is about the same as it is each month.

Mr. Swanson made and Mr. Pavesich seconded the motion to approve the bills as presented.

The motion was carried.

Library Committee

The board reviewed the library's circulation policy and no changes were made.

Ms. Hill made and Mr. Pavesich seconded the motion to approve the circulation policy. The motion was carried.

Mr. Davis talked to the board about a purchase of Research Pro for \$14,986.

The library owns subscriptions to two of the more than 30 databases that will be provided through Research Pro.

Research Pro is available through a cooperative with other libraries through MLS.

Mr. Davis said the purchase can be made with the Per Capita Grant.

Ms. High made and Ms. Hill seconded the motion to make the purchase. The motion was carried.

Mr. Murphy said the library could purchase it this year and review the statistics next year and determine if it was useful.

Old Business

Ms. Hill said she would be speaking to the District 170 School Board about the Gateways to Education Program.

Ms. Hill made and Mr. Faso seconded a motion to fund \$1,000 for books to give to the children who visit the library as part of the program.

New Business

Chicago Heights Director of City Services Mike Sabo said the city is doing an audit of all its assets — including the library's -- for a federal report. He said one has not been done in nine years.

The meeting was adjourned at 7:35 p.m.

The next regular board meeting is at 6:30 p.m. July 9, 2009.